

**U S A I D / M A D A G A S C A R**  
**P E R S O N N E L N O T I C E**

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January 22, 2008  
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**TO:** ALL MALAGASY CITIZENS

**SUBJECT:** RECRUITMENT FOR ONE (1) FSN EXO FOR THE EXECUTIVE OFFICE.

**METHOD OF:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT  
**EMPLOYMENT** RENEWABLE, SALARY EQUIVALENT TO FSN-12 GRADE

The USAID Mission in Madagascar is soliciting expressions of interest from qualified candidate to serve as a FSN Executive Officer within the Executive Office of USAID/Madagascar. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the contractor's services, and availability of funds.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Mission Director, the FSN Executive Officer supervises all administrative services in support of Mission activities including personnel management, travel, procurement, leasing, office maintenance, ICASS, Communications and Records (C&R), limited property inventory and control, budget planning and staff development. Specifically, the FSN Executive Officer's responsibilities and duties shall include, but not limited to, the following:

1. Supervise and backstop the Human Resources Section Head. Ensure the timely delivery of appropriate personnel services for U.S. direct hire and U.S. and FSN personal services contract employees. Advise on manpower development, employee relations, and employee services. Participate with U.S. Embassy, and other U.S. agencies in local wage surveys and other joint personnel policies and practices.

Plan and administer career development for FSN employees and keep employees informed of training opportunities, assignments, promotion and award programs. For all employees supervised, approve time and attendance reports, overtime and annual leave, write appraisal reports, develop training plans, and recommend employees for awards and other personnel actions.

Supervise the preparation and submission of personnel forms and reports; and ensure that these forms and reports comply with USAID regulations and directives. Review, amend or approve, and sign position classification documents.

2. Supervise and backstop the Communications and Records Section Head. Ensure timely delivery of appropriate C&R services to all USAID employees. Monitor C&R operations for regulatory compliance.

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3. Supervise and backstop the Information Systems Management Section Head. Oversee all information management operations at the Mission and ensure that computer systems meet USAID standards and operate in a proper manner to fulfill the needs of the Mission.

4. Coordinate all ICASS customer support to the USAID Mission. Ensure timely delivery of appropriate ICASS services to all USAID employees in the areas of residential maintenance, warehousing, personal property accountability and disposal, issuing, controlling and reporting of personal property, air travel, customs and shipping and motor pool. Ensure all ICASS administrative arrangements are completed for new arrivals and that their living quarters are in move-in condition upon arrival.

5. Negotiate contracts/leases and maintain appropriate property accountability and facilities maintenance relating to USAID/MADAGASCAR facilities and operations. Perform applicable duties as the Accountable Property Officer for approximately \$1,746,089 of NXP and EXP NOVA furniture located in USAID Offices and warehouse; perform CTO duties for office lease with rents totaling approximately \$337,257 per year, and for facilities and equipment maintenance contracts totaling \$9,550 per year. Assist the Mission Director to maintain appropriate physical security measures for the offices; and collaborate with Regional Security Officer to keep staff prepared for emergencies.

6. Maintain cordial working relationships with the USAID Controller's and Strategic Objective (SO) Offices, the Embassy Management, General Services Office (GSO) and Security Offices, and all operational ICASS units providing services to USAID.

7. Formulate the administrative support services portion of the annual operating expense budget in coordination with the Controller's Office and analyze management requirements. Coordinate and direct the administration of the current operating expense budget and its timely utilization.

8. Conduct research and prepare written reports for management requirements. Review and/or develop appropriate internal management policies and systems, and direct applications and implementation of same in order to assure they are consistent with the provision of the governing regulations of the Agency and applicable laws and, to most effectively and efficiently address Mission support requirements, as appropriate, for all Mission personnel including American and Foreign Service National Direct Hire staff and American, Third Country National, and Foreign service National Personal Services Contract Personnel.

Develop, interpret, and assure implementation of administrative management policies, regulations, and procedures including the establishment and update of appropriate Mission Orders, Administrative Notices, and other correspondence dealing with management policies.

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9. Develop and maintain management controls for ICASS costs and customer service performance. Prepare and or review workload counts in coordination with the Controller's Office; review and approve ICASS customer service standards.
10. Liaise and establish effective working relationships with senior government officials of Madagascar, the local business community, voluntary organizations, and other institutions and contractors on matters of management issues of the USAID Mission in Madagascar.
11. Guide and assist in the development, evaluation and improvement of administrative management support systems and services; identify and anticipate problems; resolve administrative, operational and/or emergency support problems; and ensure operational effectiveness.
12. Develop, interpret and implement local management policies, systems and procedures, including the establishment and update of appropriate Mission Orders and Notices, ensure their conformance with USAID and other U.S.G. regulations and their compliance with the Government of Madagascar statutory or regulatory requirements affecting administrative management services of the Mission and its employees.
13. Administer the Mission's security program under the guidance of the U.S. Embassy Regional Security Officer.
14. Be the Mission GSA Smart Card Holder and may make procurements with the card in accordance with USAID procurement regulations for individual transactions up to \$3,000.

### **REQUIRED QUALIFICATIONS:**

**Education:** The equivalent of Bachelor's Degree in business, public administration, or a closely related field is a minimum requirement.

### **Prior Work Experience:**

A minimum of seven (7) years experience in a US Government agency or large international organization or other progressively responsible professional management/administrative/supervisory experience is required. Experience should involve personnel procedures, contracting, and property management. Total work experience must include three years of managerial experience. Previous experience should demonstrate ability to take on increasing amounts of responsibility and potential for professional growth. This include demonstrated ability to plan and carry out important projects without significant supervision.

### **Language Proficiency:**

**Fluency in English:** Fluent professional level speaking, reading and writing at the level IV in English is required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, an employee at this level might be expected

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to act as an interpreter in situations where considerable importance attaches to proper word meaning.  
Fluency in French: Fluent professional level speaking, reading and writing at the level IV in French language is required. The standard for this level is as described above.

### **Job Knowledge:**

The position calls for a thorough understanding of USAID and ICASS (a management committee composed of representatives of all US government agencies at post) government administrative systems and operations. The position also calls for a good understanding of financial systems and operations. Successful performance also requires basic understanding of USAID development programs in Madagascar and expert understanding of the external environment which has an effect on USAID administrative support systems. Candidates without the above direct US government experience should include in their application a discussion of skills and abilities which will enable them to be fully functioning at this level within 12 months.

**Skills and Abilities:** Must have demonstrated ability to train and supervise; conduct research, analyze results and synthesize conclusions, negotiate, originate creative solutions, and handle customer requests and complaints with patience and diplomacy. Strong interpersonal and communication skills are required to obtain appropriate results from USAID personnel, US government inter agency service providers, host country government officials, and vendors. Strong presentation skills are needed in liaising with senior level external contacts to maintain and improve administrative support services for the USAID Mission. Strong computer skills are minimum requirements. These include proficiency in word processing, office information and communication systems; standard skills in using spreadsheets; proficiency in conducting internet-based research; and ability to learn and use specialized software applications.

**CLEARANCE:** The selected individual must obtain medical and security clearances before starting work(USAID/Madagascar will assist in this matter for Malagasy selected candidate).

**SALARY:** The position is classified at an FSN-12 Grade. Should the selected candidate not meet the FSN-12 level requirements, he/she will be hired at the FSN-11 level 'trainee' position.

**DEADLINE:** Submit a completed OF-612 (available at USAID/Reception), a CV, an application letter, and copies of pertinent certificates by **01:00 pm, Friday, February 22, 2008** to USAID/Madagascar EXO/HR, Tour Zital, 6<sup>th</sup> Floor, Ankorondrano, 101 Antananarivo, Madagascar. Please mark the envelope with **PERNOT 2008-05**.

**Applications must be received** at USAID Office by the above deadline to be considered.